

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 10 December 1971

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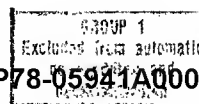
1. Cooperative Education: [REDACTED] will visit Greensboro and Raleigh, North Carolina on 14 and 15 December to talk with officials at North Carolina A & T State and Shaw University. Dr. Burleigh Webb at North Carolina A & T is the Chairman of a consortium of sixteen black colleges having co-op programs. Hopefully, he will provide us with valuable information on these schools.

2. Voluntary Investment Plan: Since issuance of the first Quarterly Statements to participants in the VIP, which included a statement of additional contributions which could be invested (i.e., up to 10% of their salaries), we have seen an upsurge of direct supplemental "make-up" contributions from the membership.

3. Briefing at OTR Staff Meeting: At the request of the Office of Training, [REDACTED] Chief, Retirement Affairs Division, provided a briefing on services offered by his Division to those attending the OTR Staff Meeting on 9 December.

4. Health Benefits Open Season for Annuitants: On 29 November 1971 a total of 763 letters were mailed to both annuitants and survivor-annuitants announcing the open season under the Health Benefits Program. As of this date, we have received 21 written requests for brochures and registration forms and approximately ten telephonic requests for information only.

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5. Recruitment Office Moves: Our recruiting office [REDACTED] will be moved this week from the second to the fifth floor of the Federal Building to accommodate space requirements for the Internal Revenue Service (Phase II - Price Commission - Wage Board).

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6. Society for Personnel Administration Institute on Executive Development: [REDACTED] attended a one-day institute on executive development in the Federal Service last week. The institute emphasized specific means of implementing programs of executive development. Highlights included stress on development of the incumbent executive as well as the potential manager and the importance of individual planning, rather than formalized group programs.

7. Blood Donors: On Blood Donor Day, 7 December, 163 pints of blood were donated by Agency employees.

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/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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OD/Pers/[REDACTED] pjg (13 Dec. 71)